

Employment Opportunity

GENERAL WORKER / BOOKBINDER III

The Washington State Department of Printing is recruiting for the positions of General Worker in the Pressroom and Bookbinder III in Shipping. There is one current opening in each of these classifications. The positions may be assigned to swing or graveyard shifts. This recruitment is open to all qualified applicants and may be used to fill future openings for a period of one month.

General Worker Duties:

As directed by press operator or foreman, retrieves supplies; cleans equipment; handles stock; assists in wash up, loading feeder, and cleaning presses and areas around presses. Operates pallet jack to move skids and boxes of paper. Operates forklift to stack bins of paper for recycle and place bins in truck. Fills chemical cans for presses. Performs other duties as required. During periods of high production, frequent overtime is required, both during the week and on weekends.

Bookbinder III Duties:

Feeds, takes off, and boxes on in-line stitcher/trimmer, automatic collating equipment, and web press; operates multiple head drills; feeds and unloads single-function adhesive binders; stacks, glues, and inserts boards on padding work; assists in the shipping and stockroom departments;

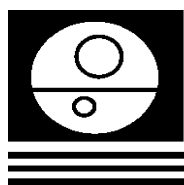
Delivery Driver Duties: Loads delivery van, drives to drop-off location, unloads supplies, and delivers to designated location. **Note:** Must possess a valid Washington driver's license and sound driving record. Performs other miscellaneous bindery tasks such as hand-folding, inspecting, and making deliveries; and other duties as required.

Skills and Physical Requirements:

Ability to read and write. Ability to understand written instructions. Ability to load machine and offload finished job involving the lifting and moving of materials and products. Ability to stand for long periods. Weights (lifted, carried, or maneuvered) and speed required of worker vary on the job. Must be able to lift up to 50 pounds. Ability to bend and twist as needed; frequently grasp/handle a variety of objects; and use hands, fingers, and arms in the operation of equipment. Must have the ability to work under pressure to meet tight deadlines. Must be able to cooperate with, and provide assistance to others. **For Bookbinder III:** Computer keyboarding experience and data-entry skills.

Application Procedure:

Qualified individuals are asked to submit a letter of interest, résumé detailing relevant education and work experience, and three professional references (current and past supervisors) with current phone numbers by **5:00 p.m., Wednesday, September 13, 2000**. Submit material to: Therese Deshayé, Department of Printing, PO Box 798, Olympia, WA 98507-0798. PH (360) 570-5068; TDD (360) 570-5069; FAX (360) 664-2048; E-mail Lisa@prt.wa.gov.



**Washington State
Department of
Printing**

The State of Washington is an equal opportunity employer.